

## Self-Evaluation Questions

Consider giving a copy of the following questions to your employee prior to completing the performance appraisal document. Written, specific information from your employee will help you prepare the document and have a more focused performance discussion and review.

- What do you consider to be your major on-the-job accomplishments since your last review?
- List your areas of strengths and areas needing improvement.
- Do you have the resources you need to perform your job? What additional resources or information would be helpful?
- Are there any changes that could be made to improve your effectiveness?
- What skills or new knowledge would you like to develop to improve your performance?
- What can you, your supervisor, or the agency do to improve your performance and increase your overall job satisfaction?
- How would you assess communication within your department? How well informed are you of the information necessary to perform your duties efficiently? What additional information do you need?
- What are your long-range career objectives and what are your plans to accomplish these objectives? Objectives include potential job rotations, promotions, additional job responsibilities, education, and training.
- What goals would you be interested in working toward between now and the next performance evaluation?
- How will you measure progress toward these goals?
- How can you bring added value to this organization?